



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S PROJECT MANAGER

Class No. 002360

■ CLASSIFICATION PURPOSE

To provide coordination, direction, planning and administrative guidance to professional, technical and other personnel assigned to major long-term departmental projects; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated only to the Sheriff's Department. The Sheriff's Project Manager is responsible for the coordination, direction and management of major long-term projects to completion. Under the direction of the Sheriff's Support Services Manager, employees in this class perform complex project staff work that may require frequent interaction with departmental executives, command staff and division heads of other County departments. This class will manage and direct projects which may involve substantial departmental resources and costs, such as the development and uses of internal service funds, facilities or programs, determination of major long term fiscal components and risks, the evaluation and selection of consultants, and the integration of long-term departmental strategic and financial plans within professional, financial and legal constraints.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

The following functions apply to all options:

1. Coordinates, plans, directs, and reviews the work of project personnel in all phases of work.
2. Identifies and evaluates service needs and alternatives for cost saving measures.
3. Analyzes and coordinates the Sheriff's Internal Service Fund activities.
4. Communicates with and provides directions to Internal Service Fund providers regarding contract performance, quality assurance, projects cost and rate development, facility maintenance, major repairs to facilities, and other service delivery needs paid through Internal Service Fund appropriations.
5. Prepares financial and operational reports and makes recommendations and alternatives.
6. Performs and directs research and administrative activities on proposed projects and programs.
7. Performs financial analysis for the Sheriff's Support Services Manager to assist in both budget development and management functions.
8. Performs multi-year fiscal planning to include internal and external indicators that influence costs and revenues, as well as cost savings alternatives.
9. Analyzes budget costs, internal service funds, bids, and contracts.
10. Confers with county executives, officials, contractors, and others at all levels of government.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-essential function:

1. May prepare schedules and budget estimates of proposed projects.

FACILITIES PLANNING & OPERATIONS OPTION

In addition to the common essential functions:

1. Participates in contract negotiations, monitors compliance with terms of contracts.
2. Coordinates strategic plans, facility master plans or other long-term planning efforts.
3. Reviews and analyzes proposals for real estate development and/or major repair projects, including site selection and risk mitigation.
4. Reviews real estate contracts, such as sales agreements, options, and leases.
5. Writes or updates policy and procedures related to operational plans and functions of the division.
6. Develops revenue plans for projects, such as utilities sharing and reimbursement for joint projects.
7. Reviews and recommends improvements of fiscal reporting systems to enhance the on-going management of resources within the department.
8. Evaluates budget elements that impact multiple divisions to assist in multi-year strategic planning and development of the Sheriff's operating budget.

CONSTRUCTION OPTION

In addition to the common essential functions:

1. Identifies, prioritizes, and makes recommendations for proposed minor and major maintenance projects in consultation with General Services.
2. Identifies project risk factors such as costs, timelines, and issues outside the scope of the project description.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both options:

- County fiscal and budget processes and financing methods of Internal Service Funds.
- Overhead and indirect costs and the establishment of Internal Service Fund rates.
- Principles and practices of project/cost accounting, cost analysis and project management.
- Modern governmental and private sector business methods, principles and practices.
- Current computer software programs commonly used (i.e., windows, word processing, spreadsheets, scheduling programs).
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Facilities Planning & Operations Option (in addition to the above):

- Real Estate contracts and County contracting process.
- County planning and zoning

Construction Option (in addition to the above):

- Principles and practices of identifying, prioritizing and analyzing proposals
- Construction contracts and County contracting process
- Construction plans and specifications

Skills and Abilities to:

The following apply to both options:

- Plan, organize, coordinate, direct, and manage multi-disciplinary work efforts.
- Monitor and analyze the work of project consultants or service providers for contract conformance, quality assurance, and appropriate function.
- Analyze results of various research and feasibility studies, and identify course of action to be taken.
- Budget preparation and management.
- Interface with county management, elected officials, and representatives of other agencies.
- Resolve disputes and function effectively in complex, sensitive, and challenging situations.
- Supervise professional, technical, and clerical personnel.

- Make presentations to executives and officials.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: bachelor's degree from an accredited college or university in business administration, engineering, accounting, finance, economics, public administration or a closely related field, AND:

Facilities Planning and Operations Option:

Five (5) years of increasingly responsible budgetary or analytical project management experience specific to facilities planning and operations. Experience must demonstrate knowledge and skills to review master plans, real estate site selection, acquisition, revenue planning and related issues; and must have consisted of at least two (2) years supervising the analysis and preparation of complex fiscal, budget or operations projects in a large public agency.

Construction Option

Five (5) years of increasingly responsible budgetary or analytical project management experience specific to construction. Experience must demonstrate a familiarity of major operating systems present in county buildings, facilities repair and maintenance programs, and the ability to participate long-term planning for the allocation of resources for current and future maintenance needs; and must have consisted of at least two (2) years supervising the analysis and preparation of complex fiscal, budget or operations projects in a large public agency.

Note: Experience as described above may be substituted for the education requirement on a year-for-year basis; OR, completion of appropriate coursework from an accredited college or university may substitute for experience on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation, which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: November 5, 1999
Revised: October 27, 2003
Reviewed: Spring 2004
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